

Weekly Report for Week Ending 29 October 1958
from
RECORDS DISPOSITION BRANCH

1. Contributions

None

2. Assignments

a. Shelf Filing

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Records Management Survey/Office of Personnel [REDACTED]

No change from previous report.

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Office of Central Reference/IR Shelf Filing [REDACTED]

Purchase order for new filing equipment has been prepared by IR/OCR and forwarded to us for approval. It will now be taken to the Office of Logistics to prepare the contract.

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General Counsel/Office Layout and Filing Equipment [REDACTED]

An inventory of record holding and filing equipment in use has been completed at all three locations of the Office. A meeting was arranged between Mr. [REDACTED] OGS, and Mr. [REDACTED] of the Building Planning Staff since, during the course of our conversations with Mr. [REDACTED], there appeared to be some duplication of effort. The Building Planning Staff will prepare office layouts for each individual office complete in every detail. These layouts will be photographed and submitted to each Office for comment. We also discussed secured and vaulted areas with Mr. [REDACTED] who informed us that requirements for such areas must be submitted to the Office of Security and that no major construction changes can be accepted. Minor changes and relocation of internal partitions can be accommodated provided justification for such changes exists.

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b. Record Systems

FOIAb3b1 [REDACTED]

25X1A9a [REDACTED]

No change from previous report.

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DD/P [REDACTED]

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Discussed with Mr. [REDACTED] and provided him with literature on Open File Shelving and Rotary type card filing equipment.

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Security Staff, New Building [REDACTED]

Arrangements have been made for the delivery of all filing equipment, furniture and the installation of telephones this week.

The Personnel Pool has begun the coding and assembling of the processing kits. All internal signs have been ordered for delivery this week.

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25X1A9a Office of Personnel/Contract Personnel Division/Card Index [REDACTED]

Have been informed by Mr. [REDACTED] Chief, Contract Personnel Division, that they have accepted our recommendation to use Rol-Dex card filing equipment. The project will be delayed however because the Budget Officer will not obligate funds for the purchase of the equipment. A request will be made to the Office of Logistics to purchase the equipment in exchange for equipment that could be released and returned to stock.

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Installation of Subject-Numeric Files in OP [REDACTED]

Twelve installed; three in process.

Mobilization Staff (90%) - Completed conversion of most material to new system. Completion of disposition phase requires further screening by Mob Staff supervisors.

IAS Pool - No change from previous report.

Employee Relations Branch - No change from previous report.

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Office of Communications, [REDACTED] [REDACTED] 25X1A9a

No change from previous report. Waiting to hear from Mr. [REDACTED] 25X1A9a how the new accounting procedures will effect the staff and as to their decision on the rotary file recommended for their use.

c. Records Schedules

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Medical Staff [REDACTED]

The records maintained by the Registrar Branch are being surveyed. The bulk of Medical records are held by this branch.

Revision of Records Control Schedule - OCR [REDACTED]

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Met with ARO, 29 Oct and delivered copy of Records Center report on OCR disposition activity to 16 Oct. Schedules have been revised in draft form for Office of the AD, Liaison Division, Graphics Register and Biographic Register.

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3. Vital Materials

Microfilming of the OCR/GR Master Ground Photography Collection started yesterday. It is estimated that approximately one (1) year will be required to complete filming.

Meetings have been held with OCR representatives of Admin. Staff, Graphics Register and Machine Division to correct an existing deficiency in the delinquent depositing of a tab card index to the OCR/GR Photo Negative file. As a result of these meetings the delinquency in depositing has been corrected.

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Mr. [REDACTED] is attending the Agency training course titled "Conference Leadership".

4. News

Attended SAM Workshop on "Paperwork Management" at Brookings Institution on 25 October. [REDACTED]

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Library, OCR, has been given permission to destroy about 20 cu. ft. of OSS-R&A reports. This disposal was concurred in by State Department and DD/P Archives.

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